



APPLICATION PACK

Site Manager

Date: A.S.A.P

Belonging – Respect – Independence





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- Submit your application by Monday 22nd June 2026 at 9.00am
- If you have any queries regarding the application process please contact our HR on 01484 226834
- Closing date for applications: Monday 22nd June 2026 at 9.00am
- Interviews: Monday 29th June 2026
- Please be aware if we receive a lot of applications we may bring the closing date forward.



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Hillside Primary School, a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

Hillside Primary School was inspected by Ofsted in November 2023 and we were described as a 'good school' where 'leaders aspire for pupils to learn well' and our 'pupils enjoy school'. We are focused on creating an inclusive school; 'pupils at Hillside Primary School appreciate cultural diversity'. At Hillside Primary School, we ensure that positive relationships are at the core of what we do each and every day underpinned by our core values of Belonging, Responsibility, Independence, Courage and Kindness. As educators, we know that our role is instrumental in inspiring our students to be the best they can be.

We are looking for a passionate, energetic

and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates who are driven by a strong sense of purpose and the genuine ambition to help the school drive standards and turn our vision into reality. If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you. If you wish to discuss any of the opportunities we have on offer, please contact us at dheywood@hillside.spacademies.org or call 01484 226834. Please also visit our website www.hillsideprimaryschool.co.uk to learn more about life at Hillside Primary School.

Yours sincerely,
Nazmunnisha Ismail
Principal

ABOUT HILLSIDE PRIMARY SCHOOL

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”



Our core **values** of Belonging, Respect, Independence, Courage and Kindness underpin everything we do as a school, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. We pride ourselves on a warm and friendly atmosphere, combined with the highest of expectations for all pupils.
2. We firmly believe in working in partnership with parents and carers to ensure all pupils succeed.
3. We are passionate about teaching and supporting children to make as much personal and academic progress as possible during their time at Hillside.
4. Hillside has a vibrant school community with staff and students from many diverse backgrounds and cultures.
5. Pupils work together, co-operate and communicate positively with others.
6. All pupils develop a love of learning and recognise and value themselves and their own unique skills and abilities.
7. Senior Leadership are visible and supportive; developing staff skills and expertise to create strong leaders in education.
8. Staff that work here find it very rewarding and have a sense of togetherness.



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.

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JOB DESCRIPTION

Job Title	Site Manager
Salary Scale	Grade 8/SCP 19-22 Full time- Term Time + 25 days (to meet the needs of the school, to be discussed at interview)
Responsible to	Principal
Required for	September 2026 (or as soon as possible)
Academies:	Hillside Primary School (HPS)

Purpose of the post

To be responsible for the supervision of all the site maintenance and services including the site / cleaning staff and external contractors in order to maintain a healthy and safe environment for students, staff and other users of the premises.

To work alongside school leaders and trust staff, to ensure both the temporary facility and permanent building are secure, safe and fit for purpose. To report any defects and issues to your line manager and positively interact with colleagues, parents and children, in accordance with the ethos of our academies.

Hillside Primary School, but you could be required to work at any of our Kirklees Academies.

Key areas

1. Management and Organisation
2. Customer Care
3. Security and Buildings Operation
4. Defect Repair
5. Contract Control
6. Cleaning Work
7. Waste / Pest Control
8. Handling Goods and Equipment
9. Administration
10. Health and Safety
11. Fire and Evacuation
12. Supervision
13. General

14. Management and Organisation

- 1.1 Implement the site's planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards
- 1.2 Provide specialist advice and guidance as required
- 1.3 Control and manage devolved budget in line with financial procedures
- 1.4 Initiate specifications and orders for all repairs/improvements and authorise relevant works
- 1.5 Liaise with contractors responsible for the provision of security equipment
- 1.6 Ensure all site staff are trained in all relevant security procedures
- 1.7 Ensure all cleaning duties are fulfilled and the site is a clean and litter-free environment
- 1.8 Take a lead role in monitoring, maintaining the trust's Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds:
- 1.9 Ensure fire alarms are tested in line with guidelines and relevant records are kept
- 1.10 Assist in all fire/safety evacuation procedures and tests
- 1.11 Ensure equipment used by caretaking and cleaning staff is validated and in safe working condition
- 1.12 Ensure Risk Assessments and COSHH Assessments are up-to-date, staff are trained in their use and relevant up to date records are kept
- 1.13 Keep records of regular checks/service calls on equipment
- 1.14 Ensure all site staff are trained in all relevant emergency procedures
- 1.15 Secure and monitor contracts for specialist or larger repairs within an agreed budget and following academy procedures
- 1.16 Support the Academy with Carpark Marshalling, in particular at drop up/pick up time
- 1.17 Maintain tidy and organised work spaces and storage areas

Customer Care

- 2.1 Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
- 2.2 Being a positive member of the academies staff maintaining good relationships with building users and other members of the academy community.
- 2.3 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the Academy standards, recognising the wide range of diverse needs and expectations.
- 2.4 Interacting with building users to understand their requirements and advise them on the best way to ensure that they are met.
- 2.5 Presents a positive image of themselves and the Trust by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible, giving reasons and suggesting alternatives.

2.6 Responsible for the security of the site including ensuring that unidentified or unexpected people / visitors to the academies or in the buildings, are appropriately challenged to ensure that there are no potential child protection issues or security risks, reporting concerns and liaising with other agencies as appropriate.

2.7 Responsible for ensuring that contractors on site work in an appropriate manner in compliance with Trust's policies and health and safety regulations to maintain the health and safety of pupils, building users and visitors

Security & Buildings Operation

- 3.1 Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- 3.2 Carry out security procedures for buildings, facilities and grounds; i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.
- 3.3 Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the academy) and that a supply of hot water is provided within the statutory temperature range.
- 3.4 Carry out routine specified operating procedures/ inspections and testing on ancillary equipment or facilities and grounds e.g. security /fire alarms, emergency lighting, sewage pumps, air conditioning units etc.
- 3.5 Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
- 3.6 Carry out activities to ensure that reasonable access is possible in times of inclement weather, e.g. gritting, snow clearance. Both manually and using onsite equipment such as snow plough (training provided).
- 3.7 Attend call outs as required.
- 3.8 Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing and planting.
- 3.9 Patrol the grounds and deal with building issues that may arise.
- 3.10 Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds in line with agreed procedures
- 3.11 Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs

Defect Repair

- 4.1 Identifying and collating defects and repairs that require attention and initiating action for their rectification for example graffiti removal; following consultation with their manager and/or working within the agreed budgetary and operational procedures in the academy.

- 4.2 Carry out “first aid” emergency repairs to ensure building security and safety as the need arises.
- 4.3 Within his / her competence, carrying out an individually specified range of repairs and general handyman duties or liaising with maintenance staff at partner academies to ensure repairs are completed.

Contract Control

- 5.1 On behalf of the Principal or Business Manager ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
- 5.2 On behalf of the Principal, act as a liaison point to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
- 5.3 Ensure contracts are in place to respond to alarm call outs outside normal working hours or to ensure cover by a member of staff

Cleaning Work

- 6.1 Ensure the cleaning (internal and external) on the campus is performed efficiently and to a high standard
- 6.2 Perform occasional non-routine cleaning tasks as and when required, e.g. window blinds, shampoo carpets, internal windows or outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
- 6.3 Responsible for stripping, sealing and polishing floor surfaces to meet the building requirements.
- 6.4 Ensure that all footpaths are free from weeds (with or without the use of chemicals).
- 6.5 Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean.
- 6.6 Litter picking on a daily basis.
- 6.7 In the event of snow, frost or minor flooding or similar emergency situations ensure clear access to important entrances

Waste/Pest Control

- 7.1 Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
- 7.2 Ensure that overnight, the building is clear of all collected rubbish.
- 7.3 Report all evidence of vermin/pests immediately to the Business Manager.
 - 7.4 Ensure that all external litter bins are emptied when required.
- 7.5 Ensure the site is litter free, as far as is reasonably practicable, using appropriate machinery subject to relevant training.
- 7.6 Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised academy representative.

Handling Goods/Equipment

- 8.1 Ensuring that adequate supplies of fuel and cleaning materials are available. To order following academy procedures, receive and where relevant, store, fuel supplies, cleaning materials and cleaning equipment, within a delegated budget.
- 8.2 Porterage duties including satisfactory receipt distribution, collection and dispatch of goods to and from the school. Organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.

Administration

- 9.1 Maintain required stock records and carry out stock taking from time to time in accordance with Academy procedures
- 9.2 Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
- 9.3 Maintain an inventory of all machinery, equipment and /materials
- 9.4 Carry out administrative tasks e.g. maintaining records, information and data, producing reports as required
- 9.5 Compliancy checks and records with respect to:
 - Cleaning contract records
 - Accident reporting
 - COSHH information sheets
 - Defect register
 - Machinery maintenance and operating logs
 - Energy conservation logs
 - Fire equipment logs
 - Risk assessments
 - PAT Testing
 - Asbestos registers
 - Emergency Lighting / Fire Door Inspections / Fire Call Points
 - Other records as specifically directed by his / her line manager.
- 9.6 Setting up and maintaining routines to manage processes. Using the Academy's IT software to record and manage routines.

Health & Safety

- 10.1 Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 10.2 Co-operate and collaborate with management to ensure the responsibilities placed upon the Academy under the Health and Safety at Work Act are performed, e.g. operate safe working practices.
- 10.3 Monitor the Health and Safety of the site using IT equipment and software to record daily, weekly and monthly checks

- 10.4 Ensure equipment used by caretaking staff is validated and is in a safe and working condition and support the cleaning staff to undertake the same responsibility.
- 10.5 Provide access to the academy's first aid facilities, equipment and telephone.
- 10.6 Ensure that employees of the contractor comply with PUWER / COSHH regulations.
- 10.7 Monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety legislation.
- 10.8 Identify during the course of normal duties departures from maintained standards and report where necessary.

Fire and Evacuation

- 11.1 To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with fire officers to rectify any deficiencies.
- 11.2 Test fire alarms in accordance with the academy procedures.
- 11.3 Comply with the building emergency procedures with respect to evacuation, fire etc.

Supervision

- 12 To have concern for all aspects of the cleaning contractor's staff welfare and to provide guidance and support. To seek guidance if necessary on matters unable to resolve.
 - 12.1 Supervise and monitor the standards of work undertaken by cleaning staff and take appropriate action (including accessing suitable training), where necessary.
 - 12.2 On a day to day basis organise cleaners to other areas of work resulting from: Unacceptable standards, events/functions which require urgent cleaning and unforeseen occurrences i.e. flood, responding to requests from location manager etc.
 - 12.3 Responsible for the maintenance of on site and call out cover. Respond to call outs.

General

13 As part of your wider duties and responsibilities you are required to promote and actively support the Trust's and Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. You can find more information about our Safeguarding policy on our website. Please visit:

Please take time to look at SPA safer recruitment policy on the SPA website
<https://www.southpennineacademies.org/>

and Hillside safeguarding and child protection policy
<https://www.hillsideprimaryschool.co.uk/safeguarding-2/safeguarding-at-hillside>

13.1 Carry out your duties with due regard to current and future Trust and Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

Disclosure Level: Enhanced

Responsible to: Principal

This job description is not an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of South Pennine Academies Trust.

Hillside Primary School

Site Manager

Person Specification E = Essential D = Desirable

1	Aptitudes:	
1.1	To communicate effectively with staff, pupils, parents, visitors and contractors	E
1.2	To work under pressure	E
1.3	To take initiative and work independently	E
1.4	To organise and develop effective systems	E
1.5	To be innovative and creative in developing solutions	E
1.6	To prioritise and plan to ensure completion of tasks	E
1.7	To work to high levels of accuracy and confidentiality	E
2	Characteristics	
2.1	Self-motivated and hard working	E
2.2	Sense of humour and optimism	E
2.3	Willingness to be flexible and work to meet the best interest of the Campus	E
2.4	Open, honest and approachable	E
2.5	Innovative and creative	E
2.6	Displays commitment to the protection and safeguarding of children and young people	E
3	Skills	
3.1	Highly skilled communicator	E
3.2	Teamwork and collaboration	E
3.3	Literacy and Numeracy Skills	E
3.4	Good DIY skills	E
3.5	ICT skills	E
3.6	Interpersonal Skills	E
3.7	Safety Awareness	E
3.8	Understanding of fire safety	E
3.9	Asbestos Awareness	D
4	Qualifications and Experience	
4.1	Holds IOSH managing safety in schools or prepared to work towards this	E
4.2	Holds current First Aid at work qualification or prepared to work towards this	E
4.2	Previous experience of managing a site	E
4.3	An up-to-date understanding of Health & Safety related statutory requirements	D
4.4	Level 3 qualification or Equivalent Level of expertise	D
4.5	Experience in use the Ellis Whittam Health and Safety system	D
4.6	Experience of working in an educational setting	D

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

Please note this role is subject to an Enhanced DBS





SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Headfield Road,
Huddersfield, HD4 6LU
Telephone: 01484 226834, Email: office@hillside.spacademies.org
Website: www.hillsideprimaryschool.co.uk/



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events

